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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Executive

FROM : Management Officer

SUBJECT: Machine Methods and Agency Operation.

7-m-333-50
DATE: JUL 12 19501. Discussion.

As requested, this office in conjunction with personnel of other offices conducted a comprehensive survey of present and proposed application of machine methods to Agency operations. The attached survey presents the subject in four broad phases:

- a. Brief history and outline of present application.
- b. Projects currently in developmental stage.
- c. Possible future applications.
- d. Outline plan for utilization of space for personnel and equipment.

2. Findings.

The Agency has made good progress in adaptation of machine methods to operations, solving many problems which could not have been solved from a practical standpoint by manual means.

While it is common knowledge that machine techniques are best applied by centralization of machines, it is not practical in the case of CIA at this time, because of the physical location of the various offices and certain security factors involved. However, if the Agency should ever become more compact, centralized machine operations will become a reality. Any type of security necessary could be provided by compartmentalizing the machine room itself.

3. If this plan is approved under existing circumstances, machine operations will be located in six places (OCD, OO, SSS, I&SS, AC and North Interior Building for Board of Geographic Names).

4. Recommendations:

a. That still wider usage be employed as rapidly as the use can be determined.

b. That one position be established in the Management Office for a supervisor-planner for machine methods who

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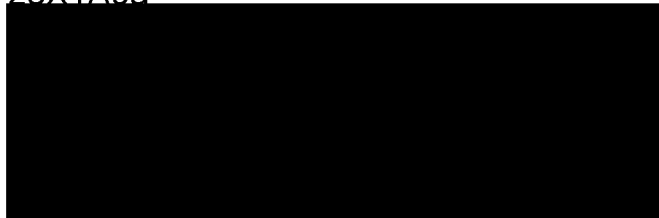
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will have Agency control over machine techniques by taking grade, function (and the individual) from OCD and assigning to Management.

c. That all administrative support by machine techniques be placed under the Special Support Staff.

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1 Attach.
Survey
(Tabs A,B,C,D)

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